

**Emmet County**  
**Planning, Zoning & Construction Resources**

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**REQUIRED SUBMITTALS WITH YOUR BUILDING PERMIT APPLICATION**

The following information is provided as a guide, listing the required documents to be submitted with your Building Permit Application. All sections of the Building Permit Application applicable to your project must be completed. Incomplete applications will be returned to the applicant for completion and re-submittal.

**FOR REROOFING OR RESIDING PERMITS ONLY:**

Complete the following sections only:

Front Page:

- Job Site Location
- Owner Information
- Licensed Builder Information (*if applicable*)
- Type of Improvement - Please remember to include the Alteration Estimated Cost figure on the line provided.

Back Page:

- Applicant Information
- Sign and date the application.

**ALL OTHER BUILDING PERMITS:**

**Residential Structures:**

*(one and two-family dwellings with less than 3,500 square feet of calculated floor area and accessory)*

- Completed Building Permit Application (*complete all sections of the application applicable to the project*)
- If the project is an alteration of an existing building - remember to include the Alteration Estimated Cost figure on the line provided in the box labeled: "Type of Improvement"
- Copies of all other applicable permits including zoning, drive, septic, well, soil erosion, wetlands, critical dunes, or high risk erosion permits
- Two sets of plans that include the following:
  - Site plan, foundation plan, floor plans
  - Building and wall sections
  - Building elevations
- Dwellings over 3,500 square feet of calculated floor area require sealed plans
- Accessory buildings over 12 feet in wall height require sealed plans.

**HUD Residences and State Approved Modular Residences:**

- Completed Building Permit Application (*complete all sections of the application applicable to the project*)
- If the project is an alteration of an existing building - Please remember to include the Alteration Estimated Cost figure on the line provided in the box labeled: "Type of Improvement"
- Copies of all other applicable permits including zoning, drive, septic, well, soil erosion, wetlands, critical dunes or high risk erosion permits.
- Two sets of plans showing the site plan, the foundation and the method of anchoring the unit to the foundation.
- For State Approved Modular residences, the Building Systems Approval Report together with the approved plans.

**Commercial Structures:**

*(including one and two-family dwellings with more than 3,500 square feet of calculated floor area)*

- Completed Building Permit Application (*complete all sections of the application applicable to the project*)
- If the project is an alteration of an existing building - remember to include the Alteration Estimated Cost figure on the line provided in the box labeled: "Type of Improvement"
- Copies of all other applicable permits including zoning, drive, septic, well, soil erosion, wetlands, critical dunes or high risk erosion permits.
- Two sets of plans and specifications with original signature and seal of an architect or professional engineer registered in the State of Michigan.